**2012/2013 Recruiting Outreach list Guidelines**

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| **Call List Process** | **Notes** |
| 1. Pick up a call list from the “2012-2013 Recruiting Binder”. Be sure that someone else is not doing the same list. |  |
| 1. The call list must be signed out. Print your name & date on the line provided |  |
| 1. Write legibly when making notes, use abbreviations listed below and include full date (mm/dd /yy). Keep in mind some names appear more than once so transcribe the abbreviations to avoid calling someone more than once. |  |
| 1. Update the trouble shooting page before coordinator debrief. The trouble shooting page is used for no answers, wrong numbers and other situations keep you from contacting the student. |  |
| 1. Debrief with a coordinator when you are done with the list or your shift is coming to an end (allow 15min). Sign list back in and place it under the appropriate tab. |  |

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**Remember:**

\* We are calling to congratulate students on a job well done and inform them that they qualify to **apply**. It is also an opportunity to inform the students about the SI Program. **We are NOT trying to sell SI or convince them!**

\* This call list was also used for previous recruiting and may contain typed abbreviations. Our goal is to ensure that we do not call students that don’t want to be called again (i.e. NI, WCB, T and I).

**Call List Abbreviations**

I –Interview scheduled (include date and time of the interview)

T -Transferred

NI -Not Interested (do not call)

WCB –Student will call us back

LM -Left Message

NA- No Answer

W# - Wrong Number or Non-Working Number

**Common questions**

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| **Question** | **Answer** |
| How did you get my name? |  |
| I’m interested in the Spring, can you call me back? |  |
| Can I set up a Downtown Interview? |  |
| Can I set up a phone Interview? |  |
| Can I schedule an Interview after 5pm? |  |
| Can you tell me their GPA? (when talking to someone other than the student) |  |
| How can I apply? |  |
| What is the deadline for applications? |  |
| What classes do I qualify to SI for? |  |
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